



BORROWER'S LOAN CLOSING CHECKLIST

Deliver all submittals (not previously submitted) in **TRIPLICATE** in three ring binders (one with original signatures) with dividers as numbered below to:
CHFA, Loan Quality Control, 1121 "L" Street, Ste. 207, Sacramento, CA 95814

PROJECT NAME: _____

CHFA #: _____

Date of Submittal: _____

PRINCIPAL LOAN CLOSING DOCUMENTATION:

- ____ 1. Evidence of H&S Code 51335(a) Compliance (AB55 Ltr) and Evidence of Article 34 Compliance
- ____ 4. Environmental Reports with evidence of remediation (if not previously submitted)
- ____ NOTE: **Update to reports are required if the report is over 180 days old.**
- ____ Reliance Letter (sample attached - only required if the original report was not addressed to CHFA)
- ____ 6. Pre-liminary title report (& a copy of **all exceptions** on title)
- ____ 11. Final version of Ground Lease / local government DDA/Owner Participation Agreement (if applicable)
- ____ 12. Final version/Recorded copies of local Government note, deed of trust, regulatory agreement
- ____ 13. Copies of all other Junior documents recently recorded or to be recorded through escrow ie: Laundry Lease, Cable Lease
- ____ 14. TCAC Regulatory Agreement (final draft or recorded copy if available)
- ____ 17. ALTA As-Built Survey at scale of 1:20 with all structures, easements, encroachments & parking shown
- ____ 19. Draft Letter of Credit if being used as security instrument for required Construction Defects Security Reserve
- ____ 22. Letter from syndicator evidencing the final costs of syndication (in TCAC required format)
- ____ Updated form HUD-2880 reflecting the final audited costs of the development and additional
- ____ form HUD 2530's for partners including limited partner, contractor and property manager not previously submitted
- ____ Form Letter authorizing TCAC to provide CHFA with a copy of the final 8609 tax certificate (format attached)

ORGANIZATIONAL DOCUMENTS:

- ____ 23. Final Partnership Agreement (with all amendments) & LP-1/LP-2 for Borrowing entity
- ____ 24. Certificate of Status/Good Standing for borrowing entity (from Secretary of State) (dated within 90 days of closing)
- ____ 25. Authorizing Resolution executed by Partners of the limited partnership
- ____ 26. Managing G.P. Articles of Incorporation & By-Laws
- ____ 27. Managing G.P. Cert. of Good Standing & evidence of IRS tax exemption
- ____ 28. Managing G.P. Resolution authorizing transaction
- ____ 29. Other general partner corporate Articles of Incorporation & By-Laws (If applicable)
- ____ 30. Other general partner Certificate of Good Standing (for the corporation)
- ____ 31. Resolution authorizing the transaction for corporate general partners other than Managing G.P.
- ____ 32. Local Gov't Authorizing Resolution (for borrower's that are government agencies)
- ____ 33. Draft Opinion of Counsel (CHFA REQUIRED format) plus evidence of requirement for Article 34

CONSTRUCTION DOCUMENTATION & SIGN-OFFS:

- ____ 35. Assignment of Construction Warranties (CHFA Format) + executed final construction contract
- ____ 36. Certificates of Occupancy (or permit sign-offs) **AND** the recorded Notice of Completion
- ____ 37. Evidence of delivery of 2 sets of signed/ dated As-Built drawings incl. Landscape to Bob Daniels in Culver City
- ____ 37. Evidence of compliance with required design modifications for projects in flood zones
- ____ 38. Executed Architects Certificate of Completion (CHFA REQUIRED Format)
- ____ 39. Identity of Interest (for developer/contractor) (CHFA Format)

N/A = Not applicable

TBS = to be submitted

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AFFIRMATIVE ACTION & PROPERTY MANAGEMENT APPROVALS:

- ___ 41. Evidence of submittal of all required Affirmative Action documentation to CHFA
- ___ 42. Property Management Contract (in CHFA format), & Affirmative Fair Housing Marketing Plan (ensure that they are all executed in the borrowing entities name)
- ___ 43. Current rent roll with a summary of rents by unit mix
- ___ Evidence of current Section 8 utility allowances from the jurisdiction in which the project is located
- ___ Updated operating budget and management fee authorization in CHFA required format (sample attached)
- ___ Current tax bill and a copy of all special assessments w/ estimate of supplemental taxes (if any)
- ___ 45. Draft letter of credit for proposed operating reserve, rent-up or marketing reserves (in CHFA format)
- ___ 46. Evidence of Property Insurance (need a copy of the entire policy) with required 438BFU Loss Payee Endorsement

FINANCIAL REPORTING REQUIREMENTS:

- ___ 48. Original Federal Tax I.D. (W-9) executed (see form attached)
- ___ 49. Updated 8038 Questionnaire (see attached CHFA form - for tax exempt deals only)
- ___ Project Cost Certification (see attached CHFA form - for tax exempt deals only)
- ___ Certificate of Costs form (see attached CHFA form)
- ___ 50. Final Cost Audit with supporting data for costs through close of permanent loan closing with a detailed sources and uses reflecting all future investor pay-ins (use TCAC format)
- ___ 51. Itemized final construction cost breakdown **signed by the Contractor** (see attached format) - with copies of all change orders **ONLY REQUIRED IF YOU ARE REQUESTING A CHFA LOAN MODIFICATION.**
- ___ 56. Wiring instructions from your title company (for escrow purposes)

FOR ACQUISITION/REHABILITATION PROJECTS:

- ___ 61. Relocation Plan w/evidence of compliance
- ___ 62. Evidence of Securing Deposits
- ___ 63. Seismic Engineers Certification (if applicable - only for projects with seismic retrofit)
- ___ 64. Common Area Handicapped Accessibility Architects Certification
- ___ 65. 1 year construction warranties
- ___ 66. Warranty Workbook - individual warranties for all items rehabbed/replaced
- ___ 66. Disbursement Plans
- ___ 67. Operations & Maintenance Plan for lead and/or asbestos removal/encapsulation

FOR SPECIAL NEEDS PROJECTS:

- ___ 69. Special Needs Requirements/Agreement
- ___ 70. _____